

This course is designed for the individual who wants to use Outlook to send and receive inter-office and Internet electronic mail, and to automate the organization and manipulation of those e-mails.

You will learn how to send, receive, automate and organize e-mail, as well as features that save time and help you maximize each marketing impression when you send e-mail to your customers. For example, you can store your company logo, along with a formatted block of text, as a signature. Outlook can help you propagate your company brand image by automatically displaying the signature at the bottom of every e-mail message you create.

Outlook 2000 Introduction to E-mail is a four-hour class.

Prerequisites

- ☐ Microsoft Windows/NT Introduction or equivalent experience

Content

- Understand electronic mail
- Activate and investigate the Outlook window
- Send a message
- Read a message
- Reply to a message
- Create an electronic signature
- Forward a message
- Use the address book to address a message
- Create a personal distribution list
- Save an unsent message
- Display a conversation thread
- Create folders on the network and on a local drive
- Use the Organize Page feature
- Filter and sort items
- Print, move, copy or delete messages to a folder
- Send and receive an attachment
- Resend a message
- Send messages on behalf of another person
- Automate message handling while out of office or in office with rules
- Recall a message
- Archive messages